



Clerk Typist III—Classified

Gangs & Violent Crimes Division (GVC)

Investigations Bureau

THE POSITION

There are immediate openings for Clerk Typist III—Classified in the GVC Division of the Long Beach Police Department. The positions serve as the direct secretarial support to details in the Gang and Violent Crimes Division, and the sergeants and detectives within the investigative units.

EXAMPLE OF DUTIES

- Type and proofread correspondence, memos, etc.
- Serve as the Purchasing Coordinator for the detail
- Run reports and queries on LBPd's technology systems
- Track and monitor the completion of project assignments
- Maintain and organize case files
- Distribute mail and criminal cases within detail
- Answer and evaluate telephone inquiries
- Any other duties requested by the lieutenant, sergeant and detectives
- Read cases to assist with assignments

QUALIFICATIONS

- Education equivalent to graduation from high school and at least two years of clerical experience
- Excellent written, oral and interpersonal communication skills
- Strong organizational and time management capabilities
- Flexibility in taking on new assignments, ability to prioritize and manage multiple tasks, ability to maintain strict confidentiality, and willingness to perform other duties as required
- Ability to work with staff and management at all levels of the department
- Ability to be placed on call and work overtime as necessary
- Ability to pass background check



SALARY RANGE

\$17.011 to \$23.263 per hour.

SUBMISSION PROCEDURE

This position is open to current classified Clerk Typists and those reachable on the Clerk Typist Civil Service Eligible List. Inquiries about this position should be directed to Rose Katsuki at (562) 570-5529. Interested candidates must submit a letter of interest and a resume with detailed work experience via e-mail to:

Rose.Katsuki@longbeach.gov

Completed applications must be received by September 4, 2015

Those applicants determined to be the most qualified will be invited to participate further in the selection process. Applicants selected for the position will be required to successfully complete an extensive background investigation



THE DEPARTMENT

The Long Beach Police Department employs 806 sworn officers and a civilian staff of 406. The employees working within the Investigations Bureau are dedicated to providing high quality investigative, scientific and intelligence services to the police department in an effort to lower crime.

This information is available in an alternative format by request to the Police Department at (562) 570-7120. If you require an accommodation because of a disability in order to participate in any phase of the application process, please request when submitting your application or call (562) 570-7120. **An Equal Employment Opportunity Employer, the Police Department Values and Encourages Diversity in its Workforce.**

